

STATE  
OF  
GEORGIAApplication for  
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISIONPAGE  
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1. Application Date March 17, 1975	<b>INSTRUCTIONS</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	<b>FOR RECORDS MANAGEMENT DIVISION USE</b>	
2. Agency Application No. DHR-DSP - 2		Date Received MAR 25 1975	Application No. 75-87 Date Completed APR - 9 1975
3. Agency, Division, Subdivision & Administering Office Address Department of Human Resources Division of Special Programs - TIE-LINE 618 Ponce de Leon, N. E. Atlanta, Georgia 30306		4. Person in Contact Mr. Geoffrey A. Baker	
		5. Working Title Research Associate III	6. Tel. No. 894-5100

7. ACTION REQUESTED	
<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.	<input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1974 to date	9. Exact Series Title TIE-LINE SOCIAL SERVICES INDEX FILES
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10. What is the function of the office in which this record series is created?

The Division of Special Programs consists of program activities which serve as support units to State-wide division programs and local service area activities. The Division's major focus is to mobilize and coordinate resources so as to provide technical program assistance, monitoring, evaluation and assessment to DHR Divisions, service areas, and other local agencies and organizations impacting the delivery of services.

Tie-Line is the State-wide information and referral system. Through Tie Line, any person in Georgia may call a toll-free number, and through a counselor, enter a complaint against a service, a merchant or other business, and/or find the proper service agency, to be connected immediately, by phone, for help with any problem the caller or another person may have.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the compilation of an index of all social services available within the State.

Included are 3 copies of the computer printout index (used for references), and COM (used at telephones by Tie-Line counselors). Each set of indexes gives name, category and location of all services available in Georgia.

The index is arranged as follows:

Printout - 1st copy - alphabetically by county, thereunder numerically by service category  
2nd copy - numerically by service category, thereunder alphabetically by county  
3rd copy - alphabetically by county, thereunder numerically by sequence number of the agency

Microfiche index is arranged alphabetically by county, thereunder numerically by sequence number of agency

## ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers		0	0		In Office(s)		In Storage Area(s)	
Legal-size File Drawers		0	0	Floor Space Occupied (Square Feet)				
Printout - kept as received in binders				AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
Microfiche - kept in notebooks designed for this purpose					in constant use			

Place an "x" in the proper column. If answer is "YES," please explain

- QUESTIONNAIRE
13. Is this the Record Copy of the series? Magnetic tape - disk pack (updated directly to tape every 6 months) - held permanently by DOAS YES NO ☒ ☐
14. Is there a duplication of this series in another office or agency? YES NO ☐ ☒
15. Is the information contained in this series ever summarized or published? YES NO ☐ ☒  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? YES NO ☐ ☒
17. Does the series initiate, amend or terminate agency policies and procedures? YES NO ☐ ☒
18. Could the function be performed if the files were lost or destroyed? YES NO ☐ ☒
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? YES NO ☒ ☐  
Easy reference and distribution of multiple copies (computer output microfiche)
20. Does the record series provide data as input to an EDP file? YES NO ☐ ☒
21. Does the record series contain documentation produced as EDP printout? YES NO ☒ ☐  
Printout contains all information concerning services in the State
22. Has the Federal Government issued instructions governing the retention/disposition of these files? YES NO ☐ ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? YES NO ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept 1 years:

a. ☐ STATE LAW      b. ☐ STATUTE OF LIMITATION      c. ☐ AUDIT PERIOD      d. ☐ FEDERAL LAW      e. ☒ ADMINISTRATIVE DECISION      f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

For reference if it should be needed

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -[ ] CALENDAR YEAR -[ ] FISCAL YEAR -~~[ ]~~ OTHER \_\_\_\_\_, then:

- [ ] Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):  
[ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold \_\_\_\_\_ year(s):  
[ ] Destroy.  
[ ] Transfer to State Archives for permanent retention.  
[ ] Destroy immediately after cut-off.  
[x] Other: (Specify)

Magnetic Tape - (Master File) - updated every 6 months. Held permanently by DOAS

Printout - destroy upon receipt of new printout each 6 months

Microfiche Original - (updated and received every 6 months) Hold in current files area

1 year; then destroy.

Microfiche Copies - Destroy upon receipt of updated fiche each 6 months.

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\* Original fiche to be held for reference should it be needed

Records Management Officer (Signature)

Date

### OTHER REQUIRED SIGNATURES

DATE \_\_\_\_\_

26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved State Auditor/Designee
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STATE RECORDS  
COMMITTEE

State Auditor/Designee  
☒ Approved ☐ Disapproved  
 Secretary of State/Designee  
☒ Approved ☐ Disapproved  
 Attorney General/Designee  
☒ Approved ☐ Disapproved

Geoffrey A. Baker	3/21/75
William M. Baker	4-8-75
Cyril H. Baker	4-4-75
Robert Baker	4-9-75